

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
August 17 – 21, 2015**

MONDAY, AUGUST 17, 2015

*3:00 pm	Housing Authority	Room 604, City Hall 100 N. Jefferson Street
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TUESDAY, AUGUST 18, 2015

*5:00 pm	Veterans Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut Street
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WEDNESDAY, AUGUST 19, 2015

*6:30 pm	Special Administration Committee	Room 210, City Hall 100 N. Jefferson Street
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*6:30 pm	Special Executive Committee	Room 207, City Hall 100 N. Jefferson Street
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*7:00 pm	Brown County Board of Supervisors	Legislative Room 203, City Hall 100 N. Jefferson Street
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THURSDAY, AUGUST 20, 2015

*5:15 pm	Library Board	Central Library 515 Pine Street
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FRIDAY, AUGUST 21, 2015

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, August 17, 2015, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman—Chair, Sup. Andy Nicholson – Vice Chair, Tom Deidrick, Adam DeKeyser, and Corday Goddard

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 15, 2015, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from HUD dated April 23, 2015, regarding final SEMAP score for FY ending December 31, 2014.
3. Letter from HUD dated August 11, 2015 regarding SEMAP quality control monitoring.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, and homeownership)
 - G. VASH Reports (active VASH, and new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Quarterly Active Cases Breakdown Report
 - J. Quarterly End of Participation Report
5. Report on use of Administrative Reserves and HCV lease up.

OLD BUSINESS:

NEW BUSINESS:

6. Public hearing to receive input on the Brown County Housing Authority 2016 Annual Agency Plan.
7. Review and approval of Brown County Housing Authority 2016 Annual Agency Plan.

INFORMATIONAL:

8. Status of Audit by Office of Inspector General.

9. Report of responses received for Request for Proposals for the Administration of the Housing Choice Voucher Program.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

10. Date of next meeting: September 21, 2015.

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Ed Koslowski, Vice Chair
Rosemary Desisles, Lynn Geiser,
Jim Haskins, John Maino, Delores Pierce,
Duane Pierce, Tracy Rosinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1688**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, AUGUST 18, 2015

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of July 21, 2015.
5. Budget Status Financial Report, June, 2015.
6. Discussion re: Honor Rewards Program.
7. Discussion regarding Veterans Appreciation Day at the Brown County Fair in preparation for 2015.
8. Discussion re: Honoring female veterans at the Fair including carnations and certificate.
9. Possible Discussion re: Veterans Day donation list.
10. Report from CVSO Jerry Polus.
11. Comments from Carl Soderberg.
12. Report from Committee Members Present (Erickson, Desisles, Haskins, Geiser, Koslowski, Maino, Pierce, Rosinski & Witkowski).
13. Such Other Matters as Authorized by Law.
14. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Allan Jamir, Vice Chair

Thomas De Wane, Richard Schadewald

SPECIAL ADMINISTRATION COMMITTEE

Wednesday, August 19, 2015

6:30 p.m.

Room 210, Green Bay City Hall

100 N. Jefferson Street

Green Bay, WI

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.

Comments from the Public

Library:

1. Resolution to Approve Funding for the Expansion of the Southwest Branch Library.

Other

2. Such other matters as authorized by law.
3. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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EXECUTIVE COMMITTEE

Tom Lund, Chairman

Patrick Moynihan, Jr., Vice-Chairman

Steve Fewell, Patrick Evans

Bernie Erickson, Patrick Buckley, John Van Dyck

SPECIAL EXECUTIVE COMMITTEE

Wednesday, August 19, 2015

6:30 p.m.

Room 207, City Hall

100 North Jefferson Street

- I. Call meeting to order.
 - II. Approve/modify agenda.
1. Discussion/Action regarding hiring a commercial Realtor for selling the commercial properties obtained in 2015 Foreclosure Action.
 2. Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39.
 3. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Closed session is pursuant to Wis. Stats., § 19.85(1) (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
 4. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.
 5. Such other matters as authorized by law.

Thomas Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, August 19, 2015 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of July 15, 2015.**
4. **Announcements of Supervisors.**
5. **Communications**
 - a) Late Communications.
6. **Appointments:**
County Executive:
 - a) Appointment of Ryan Holzen to the Solid Waste Management Board.
7. **Reports by:**
 - a) Board Chair.

8. **Other Reports:** None.

9. **Committee as a Whole:**

a) Proclamation Declaring August 22, 2015 as "Women's Veterans Day".

10. **Standing Committee Reports:**

10a) Report of Administration Committee of July 23, 2015.

1. Child Support - Budget Status Financial Report for June, 2015. Receive and place on file.
2. Child Support - Agency Director Summary for July, 2015. Receive and place on file.
3. County Clerk - Budget Status Financial Report for May, 2015. Receive and place on file.
4. Corporation Counsel - Budget Status Financial Report for May and June, 2015. Receive and place on file.
5. Corporation Counsel - Monthly Report for June, 2015. To approve.
6. Corporation Counsel - Resolution re: Reorganization of Table of Organization of the Corporation Counsel Office (resolution to be provided prior to meeting). To approve. See Resolutions, Ordinances August County Board.
7. Treasurer - Budget Status Financial Report for May, 2015. To approve.
8. Treasurer - Treasurer's Report:
 - a. Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact). To hold for one month.
 - b. Update on publishing of Uncashed Checks List. Receive and place on file.
 - c. Discussion/Action regarding Depositories Designation List per WI Statute 59.61 (2). To approve.
9. Dept. of Administration - Budget Status Financial Report for May, 2015. Receive and place on file.
10. Dept. of Administration - 2015 Budget Adjustment Log. Receive and place on file.
11. Dept. of Administration - Director's Report. Receive and place on file.
12. Human Resources - Budget Status Financial Reports for May, 2015. Receive and place on file.
13. Human Resources - Activity Report for June, 2015. Receive and place on file.
14. Human Resources - Departmental Opening Summary. Receive and place on file.
15. Human Resources - Human Resources Report/Director's Report. Receive and place on file.
16. Technology Services - Budget Status Financial Report for May, 2015. Receive and place on file.
17. Technology Services - 2016 Five-year Capital Improvement Plan (CIP). Receive and place on file.
18. Technology Services - Responses/Update re: YouTube Streaming. Receive and place on file.
19. Technology Services - Resolution in Support of Brown County Technology Services Proposal of Tablets for County Board Supervisors. Referred back to Admin per July County Board. To direct Technology Services to send out a survey to county Board Supervisors regarding tablets. See Resolutions, Ordinances August County Board.
20. Technology Services - Technology Services Monthly Report/Director's Report. Receive and place on file.
21. Audit of bills. To pay the bills.

10ai) Report of Special Administration Committee of August 19, 2015.

1. Resolution to Approve Funding for the Expansion of the Southwest Branch Library. *Motion pending Special Admin August 19, 2015.*

10aii) Report of Administration Committee of June 25, 2015.

- 15a. Human Resources – 2016 Insurance Proposals. To recommend the proposal to the Executive Committee with the changes of increasing the \$750 single deductible to \$850 and the \$1500 family deductible to \$1600 and increasing the proposed wellness dollars of \$200 single to \$250 and \$400 family to \$500. *Motion at July County Board: Hold Item for one month for this body.*

10b) Report of Education & Recreation Committee of August 6, 2015.

1. Review Minutes of:
 - a. Library Board (May 14, 2015). Receive and place on file.
 - b. Neville Public Museum Governing Board (June 8 & July 13, 2015).
Receive and place on file.
2. Communication from Supervisors Erickson and Lund re: Create a ticket surcharge whenever possible to go into a maintenance fund for the arena complex to replenish the capital fund; *standing item per motion at July meeting.* No action taken.
3. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex. Receive and place on file.
4. Library - Budget Status Financial Report for June, 2015. Receive and place on file.
5. Library - 2015 Five-year Capital Improvement Plan (CIP). Receive and place on file.
6. Library - Discussion and possible action re: Southwest Library Branch expansion. To approve the bid of \$204,500.00 by Silvercrest Construction Group, take \$248,537.00 out of the General Fund and have a resolution drafted and sent to Administration Committee
7. Library - Discussion and possible action re: redesign and replacement of parking lot at Central Library. Receive and place on file.
8. Library - Director's Report. Receive and place on file.
9. Museum - Budget Status Financial Report for June, 2015. Receive and place on file.
10. Museum - Director's Report. Receive and place on file.
11. Golf Course - Budget Status Financial Report for June, 2015. Receive and place on file.
12. Golf Course - Superintendent's Report for July, 2015. Receive and place on file.
13. Parks Budget Status Financial Report for June, 2015. Receive and place on file.
14. Parks Open Positions Report. Receive and place on file.
Park Mgmt - Approval of bid for Bay Shore dredging. To approve Veit & Company Inc. for \$104,000.
15. Park Mgmt - Discussion re: maintenance on State Trails within Brown County. Receive and place on file.
16. Park Mgmt - Discussion re: permitting issue with the Way Morr bridge project. Receive and place on file.
17. Approval of 2015 hunting dates and seasons in the Parks. To approve.
18. Park Mgmt - Approval of friend's group contribution; *motion at July meeting: To hold the policy for 30 days.* To approve.
19. Park Mgmt - Budget Adjustment Request (15-53): Any increase in expenses with an offsetting increase in revenue. To approve.
20. Park Mgmt - Resolution re: To approve an easement from Brown County to the City of De Pere for a sanitary sewer line. To approve. See Resolutions, Ordinances August County Board.
21. Park Mgmt - Field Staff Reports/Attendance Reports. Receive and place on file.
22. Park Mgmt - Assistant Director's Report. Receive and place on file.
23. Zoo Budget Status Financial Report for June, 2015. Receive and place on file.
24. Zoo Monthly Activity Report for July, 2015. Receive and place on file.
25. Zoo & Park Management: 2015 Five-year Capital Improvement Plan (CIP). Receive and place on file.
26. Audit of bills. To pay the bills.

10c) Report of Executive Committee of August 10, 2015.

1. Vacant Budgeted Position - Administration – Buyer - Vacated – 7/31/15.
2. Vacant Budgeted Position - Airport – Electrician - Vacated – 7/31/15.
3. Vacant Budgeted Position - Clerk of Courts – Clerk II - Vacated – 7/15/15.
4. Vacant Budgeted Position - District Attorney – Legal Assistant I - Vacated – 7/31/15.

5. Vacant Budgeted Position - Human Services – Economic Support Specialist (x2) - Vacated – 7/2/15; 7/17/15.
6. Vacant Budgeted Position - Human Services – Social Worker/Case Manager (x3) - Vacated – 10/14/15; 7/16/15; 8/21/15.
7. Vacant Budgeted Position - Land & Water Conservation – Agronomist Technician - Vacated – 7/31/15.
8. Vacant Budgeted Position - Public Safety Communications – Emergency Management Coordinator - Vacated – 7/21/15.
9. Vacant Budgeted Position - Public Works (Facilities) – Facility Worker - Vacated – 8/14/15.
10. Vacant Budgeted Position - Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 7/23/15.
11. Vacant Budgeted Position - Public Works (Highway) – Highway Crew - Vacated – 6/18/15.
12. Vacant Budgeted Position - Public Works (Highway) – Operations Manager - Vacated – 8/3/15.
13. Vacant Budgeted Position - Public Works (Highway) – Superintendent - Vacated – 8/4/15.
14. Vacant Budgeted Position - Register of Deeds – Clerk/Typist III - Vacated – 4/20/15.
15. Vacant Budgeted Position - Sheriff's Office – Civil Process Clerk - Vacated – 8/24/15.
- 15a. Vacant Budgeted Position - Corporation Counsel – Administrative Secretary – Vacated 7-16-15.
 - i. Suspend the rules to take Items 1-15a together.
 - ii. To hold Items 12 and 13 for one month.
 - iii. To approve Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 15 and 15a.
16. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
17. County Executive Report.
 - a. Budget Status Financial Report for June, 2015.
 - i. To hold until the County Executive arrives.
 - ii. Receive and place on file.
 - iii. To approve.
18. Internal Auditor Report.
 - a. Budget Status Financial Report for June, 2015. To approve.
 - b. Budget Status Financial Report (Veterans' Recognition Subcommittee) for June, 2015. To approve.
 - c. Monthly Status Update: July 1 – July 31, 2015. Receive and place on file.
19. Human Resources Report.
 - a. August Human Resources Report. Receive and place on file.
20. Resolution Adopting Brown County's 2016 Five-Year Capital Improvement Plan. To approve. See Resolutions, Ordinances August County Board.
21. Resolution re: Reorganization of the Corporation Counsel Table of Organization. To approve. See Resolutions, Ordinances August County Board.
22. Resolution re: Change in Table of Organization for Land and Water Conservation Project Manager. To approve. See Resolutions, Ordinances August County Board.
23. Initial Resolution Authorizing the Issuance of Approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin. To approve. See Resolutions, Ordinances August County Board.
24. Initial Resolution Authorizing the Issuance of Approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. To approve. See Resolutions, Ordinances August County Board.
25. Treasurer - ACTION - Review and approval or rejection of bids for tax deed properties:
 - a. Parcel 18-523 1027 N. Chestnut Ave. Green Bay Vacant lot
 - b. Parcel 21-293-1 2119 Eastman Ave. Green Bay Vacant lot
 - c. Parcel 6-403 855 N. Mitchell St. Green Bay Vacant lot
 - d. Parcel 7-326 921 Smith St. Green Bay Vacant lot
 - i. Suspend the rules to take Items 25a-d together.
 - ii. To put Parcels 18-523, 21-293-1, 6-403 and 7-326 out for bid with a minimum bid of \$100.
 - e. Parcel 17-880 445 S. Baird St. Green Bay lot and shell home
To approve the bid of \$5,876 by Frank Schneider on Parcel 17-880.
 - f. Parcel 14-411 308 S. Quincy St. Green Bay Vacant lot
To approve the bid of \$2,639 by the City of Green Bay Redevelopment Authority on Parcel 14-411.

- g. Parcel 21-1331-1 916/910 Bellevue St. Green Bay Vacant lot
To approve the combined sale of Parcel 21-1331-1 with Keith Phillips paying \$1,595 and Kerry and Doris Burdick paying \$1,305 within 90 days of today's date.
26. Discussion/Action regarding hiring a commercial Realtor for selling the commercial properties obtained in 2015 Foreclosure Action. To sell the commercial properties with the same methodology used for residential properties, establishing the price high enough to obtain the price they are looking for so they don't have to obtain a realtor.
27. Open Session: Discussion and possible Motion to convene in closed session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39. To enter into closed session.
28. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." To reconvene in open session.
29. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. *No action taken.*
30. Other. To hold the September Executive Committee meeting on September 8.

10ci) Report of Special Executive Committee of August 19, 2015.

1. Discussion/Action regarding hiring a commercial Realtor for selling the commercial properties obtained in 2015 Foreclosure Action.
2. Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39.
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4. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.

10d) Report of Human Services Committee – No meeting, no report.

10e) Report of Planning, Development and Transportation Committee of July 27, 2015:

1. Communication from Supervisor Schadewald re: Request an update on facility usage studies. Receive and place on file.
2. Public Works - 2016 Five-Year Capital Improvement Plan for Public Works. Receive and place on file.
3. Public Works - Discussion re: Options and/or Solutions for Manor House Building in Morrison. To send Item 3, Manor House Building in Morrison, to the Health Department, Corporation Counsel and Human Services to act on the deteriorating building and overall health hazard immediately with a recommendation of a daily fine.
4. Public Works - Discussion re: 45 mph Speed Limit from Mill Center to FF on Highway C. Receive and place on file.
5. Public Works - Ordinance Dealing with Revision of Speed Zone on CTH V, Village of Bellevue. To approve.
6. Public Works - Ordinance Dealing with Revision of Speed Zone on CTH C, Town of Pittsfield and Village of Howard. To approve.
7. Public Works - Summary of Operations. Receive and place on file.
8. Public Works - Director's Report. Receive and place on file.
- 8a. Public Works - Budget Adjustment Request (15-50): Any increase in expenses with an offsetting increase in revenue. To approve.
9. Airport - Discussion of development around the airport by developer Garritt Bader. Hold for one month.
10. Airport - 2016 Five-Year Capital Improvement Plan for Airport. Receive and place on file.
11. Airport - Open Positions. Receive and place on file.
12. Airport - Budget Status Financial Report for June, 2015. Receive and place on file.
13. Airport - Director's Report. Receive and place on file.
14. Port & Resource Recovery - Resolution re: Rescinding May 21, 2014 Renard Island Causeway Ownership Transfer Resolution. *Motion at February Meeting: To use any legal means necessary to obtain an easement at Sauk Road from the City of Green Bay to access the causeway and Renard Island. June motion: Hold for one month. To hold until September.*
15. Port & Resource Recovery - 2016 Five-Year Capital Improvement Plan for Port & Resource Recovery. Receive and place on file.
16. Port & Resource Recovery - 2015 Port Strategic Plan-Request for Approval. To approve with the correction.
17. Port & Resource Recovery - 2nd Qtr Port Budget Status Report. To hold Items 17 & 18.
18. Port & Resource Recovery - 2nd Qtr Resource Recovery Budget Status Report. *See Item 17.*
19. Port & Resource Recovery - Director's Report. Receive and place on file.
20. UW-Extension - Budget Status Financial Report for June, 2015. Receive and place on file.
21. UW-Extension - Department Opening Summary. Receive and place on file.
22. UW-Extension - Director's Report. Receive and place on file.
23. Planning Commission - Budget Status Financial Report for May, 2015 and June, 2015. Receive and place on file.
24. Planning Commission - Budget Adjustment Request 15-45: Any allocation from a department's fund balance. To approve.
25. Planning Commission - Resolution Authorizing Submittal of an Application for the Community Development Block Grant – Housing Program for small cities. To approve. See Resolutions, Ordinances August County Board.
26. Planning Commission - 2016 Five-Year Capital Improvement Plan for Planning and Land Services. Receive and place on file.
27. Planning Commission - Update re: Development of the Brown County Farm property – *standing item.* No report.
28. Property Listing - Budget Status Financial Report for May, 2015 and June, 2015. Receive and place on file.

29. Zoning - Budget Status Financial Report for May, 2015 and June, 2015. Receive and place on file.
30. Zoning - Request for waiver of shoreland permit double fee. To waive the double fee.
31. Audit of bills. To audit the bills.

10f) Report of Land Conservation Subcommittee of July 27, 2015:

1. Resolution re: Change in Table of Organization for Land and Water Conservation Project Manager. To approve. See Resolutions, Ordinances August County Board.
2. Budget Status Financial Report for June, 2015. Receive and place on file.
3. Open Positions. Receive and place on file.
4. Directors Report. Receive and place on file.

10g) Report of Public Safety Committee of August 5, 2015:

1. Review minutes of:
 - a. Fire Investigation Task Force (April 16, 2015).
 - b. Local Emergency Planning Committee (May 12, 2015).
 - c. Traffic Safety Commission (April 30, 2015).Receive and place on file Items 1 a, b and c.
2. Communication from Supervisor Zima re: That the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population. To have this item as a standing item for monthly updates.
3. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for June, 2015. Receive and place on file.
4. Public Safety Communications - Public Safety Communications 2015 Five-year Capital Improvement Plan (CIP). Receive and place on file.
5. Medical Examiner - Budget Status Financial Report for June, 2015. Receive and place on file.
6. Medical Examiner - Activity Spreadsheet. Receive and place on file.
7. Clerk of Courts - Budget Status Financial Report for June, 2015 (including 2014 and 2015 comparisons). Receive and place on file.
8. Clerk of Courts - Standing Item per motion at April meeting– Request for representation from the Clerk of Courts and Courts to attend each meeting through the end of 2015 to provide monthly updates including various reports as requested by this Committee. *May Motion: To refer to the Clerk of Courts office to meet with Corporation Counsel and come back with a recommendation as to at what point GAL bills should be converted to a civil judgment; June Motion: Hold for one month; July Motion: Receive and place on file. See action at Item 9 below.*
9. Clerk of Courts - Discussion and possible action re: Timeframe for converting unpaid GAL bills to civil judgments. Receive and place on file Items 8 and 9.
10. Clerk of Courts - Support for Senate Bill 114, resolution to be provided prior to meeting. To have Clerk of Courts John Vander Leest bring back a resolution in support of Senate Bill 114 at the September meeting.
11. Clerk of Courts - Clerk of Court's Report. Receive and place on file.
12. Sheriff - Budget Status Financial Report for June, 2015. Receive and place on file.
13. Sheriff - Key Factor Report through June, 2015. Receive and place on file.
14. Sheriff - Jail Average Daily Population by Month and Type for the Calendar Year 2015. Receive and place on file.
15. Sheriff - Budget Adjustment Request (15-43): Any increase in expenses with an offsetting increase in revenue. To approve.
16. Sheriff - Sheriff's Report. Receive and place on file.
17. Emergency Management – Budget Adjustment Request (15-44): Any increase in expenses with an offsetting increase in revenue. To approve.
18. Audit of bills. *No action taken.*

11. Resolutions & Ordinances:

Budget Adjustments Requiring County Board Approval

- a) Resolution Approving Budget Adjustments to Various Department Budgets.

Administration Committee

- b) Resolution in Support of Brown County Technology Services Proposal of Tablets for County Board Supervisors; Motion at Admin: To direct Technology Services to send out a survey to County Board Supervisors regarding tablets.

Special Administration Committee

- c) Resolution to Approve Funding for the Expansion of the Southwest Branch Library; Motion pending Special Admin August 19, 2014.

Administration Committee and Executive Committee

- d) Resolution re: Reorganization of the Corporation Counsel Table of Organization; Motion at Admin: To approve; Motion at Exec: To approve.

Education and Recreation Committee

- e) Resolution to Approve an Easement from Brown County to the City of De Pere for a Sanitary Sewer Line; Motion at Ed & Rec: To approve.

Executive Committee

- f) Initial Resolution Authorizing the Issuance of Approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin; Motion at Exec: To approve.
- g) Initial Resolution Authorizing the Issuance of Approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin; Motion at Exec: To approve.

Executive Committee

- h) Resolution Adopting Brown County's 2016 Five-Year Capital Improvement Plan. Motion at Exec: To approve.

Planning, Development & Transportation Committee

- i) Ordinance Dealing with Revision of Speed Zone on CTH V, Village of Bellevue. Motion at PD&T: To approve.
- j) Ordinance Dealing with Revision of Speed Zone on CTH C, Town of Pittsfield and Village of Howard; Motion at PD&T: To approve.
- k) Resolution re: Rescinding May 21, 2014 Renard Island Causeway Ownership Transfer Resolution; Motion at PD&T: To hold until September; Motion from Supervisor Zima at July County Board: That the County Board hold item until our next meeting and that the County Board Chairman on behalf of the County Board request that the Mayor and Common Council grant Brown County a permanent easement across Sauk Road to access the causeway to Renard Island necessary to preserve the causeway built at considerable expense by Brown County and the Army Corps of Engineers.
- l) Resolution Authorizing Submittal of an Application for the Community Development Block Grant – Housing Program for small cities; Motion at PD&T: To approve.

Land Conservation Subcommittee and Executive Committee

- m) Resolution re: Change in Table of Organization for Land and Water Conservation Project Manager; Motion at Land Con: To approve; Motion at Exec: To approve.

Closed Sessions:

Executive Committee:

12. Open Session: Discussion and possible Motion to convene in closed session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39.
13. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
14. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.

Special Executive Committee:

15. Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39.
16. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Closed session is pursuant to Wis. Stats., § 19.85(1) (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
17. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.
18. **Such other matter as authorized by law.**
19. **Bills over \$5,000 for period ending July 31, 2015.**
20. **Closing Roll Call.**
21. **Adjournment to Wednesday, September 16, 2015 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, August 20, 2015

5:15 p.m.

AGENDA

- I. Call to Order (2 min)
- II. Approve Consent Items (3 min)
 - A. Agenda
 - B. Minutes
- III. Communications and Open Forum for the Public (5 min)
- IV. Library Business (45 min)
 - A. Technology Report
 - B. Financial Manager's Report, Bills and Donations
 - C. Facilities Report
- V. Review Future Library Service Vision and Mission (10 min)
- VI. 2016 Budget Update (15 min)
- VII. Discussion and possible action regarding a naming rights policy.
- VIII. Old Business (5 min)
 - a. Adjacent County Billing
 - b. Update and possible action on use of the Library 425 fund.
- IX. Personnel Committee (5 min)
- X. Nicolet Federated Library System (5 min)
- XI. President's Report (5 min)
- XII. Library Director's Report (5min)
- XIII. Such Other Matters as Authorized by Law

XIV. Meeting Summary/Next Meeting Planning (2 min)

XV. Adjournment

Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.

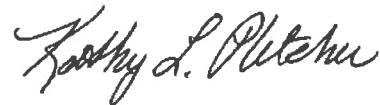
Next Meeting:

Thursday, September 17, 2015

5:15 p.m.

Central Library

515 Pine Street

A handwritten signature in black ink, reading "Kathy L. Pletcher". The signature is written in a cursive, flowing style.

Kathy L. Pletcher
President

August 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 11:00 am	6 Ed and Rec 5:30pm @ Museum	7	8
9	10 Executive Cmte 5:30 pm	11	12	13	14	15
16	17	18 Veterans Recognition Subcmte 5:00 pm	19 Sp. Admin 6:30 Sp. Exec 6:30 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00pm PD&T 6:15pm	25	26 Human Svc 5:30 pm	27 Admin Cmte 5:30 pm	28	29
30	31					



SEPTEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 11:00 am	3 Ed & Rec 5:30 pm Way Morr Park 	4	5
6	7 Labor Day <i>County Board Office Closed</i>	8 Executive Cmte 6:00 pm	9	10	11	12
13	14	15 Veterans Recognition Subcmte 5:00 pm	16 Board of Supervisors 7:00 pm	17 CJCB 8:00 am	18	19
20 	21	22	23 Human Svc 5:30 pm	24 Admin Cmte 5:30 pm	25	26
27 	28 Land Con 6:00 pm PD&T 6:15 pm 	29	30			

BROWN COUNTY COMMITTEE MINUTES

- Harbor Commission (July 20, 2015)
- Housing Authority (June 15, 2015)
- Local Emergency Planning Committee (July 14, 2015)
- NWTC Board of Trustees (July 13, 2015)
- Planning Commission Board of Directors (June 3, 2015)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, July 20th, 2015**
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Tom Klimek at 10:30 am.

2) Roll Call:

Present: Vice President Tom Klimek
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tim Feldhausen
Commissioner Ron Antonneau

Excused: President Craig Dickman
Commissioner Mike Vizer

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
James & Sylvia Graefe - Residents

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Bernie Erickson and seconded by Tim Feldhausen. Unanimously approved.

4) Approval/Modification – May 11, 2015 Meeting Minutes

A motion to approve the minutes of May 11, 2015 was made by Bernie Erickson and seconded by John Hanitz. Unanimously approved.

5) Announcements/Communication

Commissioner John Hanitz explained that he is a member of the Lighthouse Restoration Committee and he thought that the Commissioners would enjoy a tour of the lighthouse at the Yacht Club for its historical value. The Commissioners decided that before the August 10th meeting they would meet at 10:00 am at the Yacht Club for the Harbor Commission meeting followed by a tour.

6) Fox River Environmental Clean-up Project - Public Comments/Update on Standing Item

Mr. Haen stated that the Fox River Clean-Up Project has been going smoothly. The Project had been meeting with the Port regularly in regards to using Bay Port for placement of sediment. However, in the past five to six weeks there have not been any additional comments on the use of Bay Port by the Project. Haen understood there are still disagreements between the terminal operators and the Project. In order to dredge near some the terminal operators' facilities they have to stabilize the shoreline because of the stability of the facility. It is not clear who should have to encumber that cost; the terminal operators or the dredging project. Until these issues are cleared up, the Project has been working in other locations. Once the issues are resolved, the Project will dredge near those locations. The project is set to finish next summer.

Commissioner Hyska asked what would happen if no resolution can be made by the end of next summer. Mr. Haen said that a deadline would help get resolution.

Commissioner Feldhausen asked how many locations are being skipped. Mr. Haen responded that it may be four or five locations but was not certain.

Commissioner Klimek asked about where the governmental agencies weigh in, for example, would the DNR or the Army Corp of Engineers be able to resolve this dispute in the end. Mr. Haen clarified that the EPA has signed off to let DNR run the project. They use record of decisions to make their final decisions between dredging or capping, but is conscience of the cost difference and long-term capping concerns. If the project continues on longer than planned it starts to cost the responsible parties of the clean-up project more money.

Mr. James Graefe spoke with regard to where the project stood indicating that he was a landowner on the east side of the Fox River who wished to keep up-to-date on the project.

7) 2016 Budget – Request for Approval

Mr. Haen stated that because the Port & Resource Recovery Department is an enterprise fund the County Board does not give the Department a levy limit for the budget. The Department's budget is developed by the staff. The budget is first approved by the Harbor Commission then, meeting with Administration Department and County Executive occur. The budget is then approved by PD&T Committee and lastly by the County Board in November. Mr. Haen stated that if any changes occur through the process, he will inform the Harbor Commission.

Mr. Haen explained that in the revenue section of the budget under charges and fees, 2016 is in line with 2015 revenue. In 2014 revenue was higher because dock wall leases had not yet begun to expire. The rest of the revenue is in line with where it has been and nothing in expenses has significantly changed.

Commissioner Klimek asked if there was any major change on the expense end between 2015 and 2016. Mr. Haen explained that nothing is significant. Indirect cost and other County charges are set by Administration, IT, Corporation Counsel, Payroll and Purchasing. IntraFund Transfer Out is decreasing by \$10,000 due to changes in staff time allocation. The Port General does not have a lot of change because it does not have discretionary spending. This is similar to past years.

Commissioner Hyska asked what is "Intra-Fund Transfer In" and how does the dollar get set on the revenue side. Mr. Haen explained that the federal government (Corps) pays for the full cost of operating Bay Port. This includes; salary, administrative overhead and they pay a tipping fee.

Harbor 217 fund gets the tipping fees and some of the money is transferred to Port General. This number balances out revenues and expenses. At the end of the year, whatever the difference is in expenses becomes Transfer In amount. This year it was forecasted to be \$169,000. When expenses are looked at, at the end of the year, which are tracking below estimate, it is expected to be around \$120,000. That is the number that will be needed to make Port General balance. Commissioner Hyska asked if that is the estimated (\$126,288) that is shown on the income statement. Mr. Haen clarified that the (\$126,288) is what makes it balance less non-cash depreciation. The number is negative because of depreciation.

Mr. Haen explained that the Harbor Fee is what is charged on a per ton basis for cargo that comes in/out of the port. This cost center covers strategic communication effort with Leonard & Finco and the rest is collected for future special uses. Years ago it was decided that the Harbor Fee was going to be used for the Cat Island Chain Project. On the income statement it looks similar to what it looks like every year.

The third cost center for the Port is the Harbor 217. Under the Harbor 217, Charges and Fees, there is an amount of \$742,800 in tipping fees that will be received from the federal government this year. This revenue has not been received yet because they do not start dredging until August and will continue until October. Next year this line item is \$0 because the Corps will be using Cat Island which is a joint facility that does not include a tipping fee. The pattern occurs every other year. In expenses we plan on doing work at Bay Port over the winter, for \$350,000 we expect to empty cell 5. When this happens we will have realized the income in 2015 and not have any income in 2016 while incurring almost half a million dollars in expenses. Commissioner Antonneau asked about cell 5 at Bay Port and where will the material go once it is empty. Mr. Haen explained that there are two stock pile cells for dry material. Material is taken out of the dewatering cells once it is dry and put into a stockpile cell. We continue to look for beneficial reuses to get the material off site. So far, the only real activity has been Renard Island. DOT beneficial re-use has not worked out yet, they identify us as a borrow site but the contractors are not interested.

Commissioner Hyska was concerned about the negative number in interest on the income statement. Mr. Haen explained that this is a change in Finance this year. Finance is doing a market valuation of funds as a snapshot in time. Commissioner Hyska added that typically certificates of deposit have a guaranteed principal and should not decrease in value. This is indicating that the principle is at risk not just lost interest income. If you cashed out early you would forgo interest income but not loss any principal.

Another question that Commissioner Hyska had was on beneficial reuse. He asked if it is part of the contract with Leonard & Finco to help find end users for the material. Mr. Haen said no, that is not part of the contract with Leonard & Finco; however, it could be added if there is value in it.

The last question that Commissioner Hyska had was on the capital expenditure plan for Bay Port expansion. Mr. Haen clarified that if they can be successful in beneficial reuse there would be no need to expand Bay Port; however, if there ever became that need they would be able to expand.

In the budget memo to members of the Harbor Commission, Solid Waste Board and PD&T it explains work efforts of closing the Cat Island Chain Project, getting the HAP grant, getting the Corps to close out the project, getting an invoice of 10% cash contributions and seeking DOT payment of that, then closing out that grant. As for Renard Island, the plan is to continue to pursue a permanent maintenance easement and follow up with getting a lakebed grant that the

Corps requires of the County. This will hopefully result in ownership transfer of the island. Commissioner Antonneau asked if there seems to be any problem that might result in not getting the 10% cash contribution from the Cat Island project. Mr. Haen explained that it is just a matter of getting the Corps to close out the project, signing an amendment to the Project Partnership Agreement, receiving an invoice for the 10% cash contribution amount and forwarding it to the WDOT for reimbursement.

There was no change on the Department budget sheet with the mission statement. A five year trend is included. There are no changes under new initiatives. No change in table of organization. Under fringes on the Resource Recovery side there is a grant detail listed. The charges that are charged at the Bay Port facility are listed. Because of the 217 agreement with the federal government rates at Bay Port are set at \$6.73. In the past, Harbor Commission has added \$2 to that for commercial terminal operators and then another \$2 is added for private dredging and another \$2 is added if material comes from out of the County.

A motion to approve the 2016 Budget was made by Ron Antonneau and seconded by Hank Wallace. Approved Unanimously with Bernie Erickson abstaining from voting.

8) 2015 Strategic Plan – Request for Approval

Commission Klimek began by explaining that the sub-committee of Commissioner Klimek, Commissioner Hyska, Commissioner Wallace and Mr. Haen have been working on the Strategic Plan for about 10 months. Most of the document fits with what the Harbor Commission has done over the past several decades and will be preparing to do in the next five years. He explained that this will serve as a guiding document for staff, the Commission, County Board and Executive. Commissioner Hyska suggested that the strategic plan should be put on the agenda quarterly so that the Harbor Commission continues to consciously be aware of the document and the goals that were set for the Harbor Commission. Mr. Haen agreed. He explained that in the past it has been referenced in the creation of the Annual Report and annual operating plan. In the future the strategic plan will accompany these documents. Commissioner Feldhausen stated that he approves of the document and suggested that the strategic themes be placed in a different order and to not have them numerically listed but rather bullet point listed.

A motion to approve the 2015 Strategic Plan as amended was made by Ron Antonneau and seconded by Tim Feldhausen. Unanimously approved.

9) Dockwall Lease Assignment – Request for Approval

Mr. Haen stated that U.S. Venture acquired Noble Petro's facility on the east side. This is the third assignment of this dock wall lease agreement. Last year when the acquisition was happening Mr. Haen was asked to sign a consent form by U.S. Venture, which is the document included in the agenda packet. A couple of months ago Mr. Haen reached out to U.S. Venture asking where the final assignments documents were so he could bring it before the Harbor Commission for approval. U.S. Venture explained that the assignment already happened and the consent form was all that was needed from US Venture's standpoint. Mr. Haen included it in this Harbor Commission agenda because he never actually asked for approval from the Harbor Commission. Mr. Haen did present to PD&T in the Director's Report.

A motion to approve the Dockwall Lease Assignment was made by Tim Feldhausen and seconded by Ron Antonneau. Unanimously approved.

10) Dockwall Lease Quit Claim Deeds – Request for Approval

Mr. Haen explained that the lease agreements with Flint Hills and Fox River Dock are ending. The County will be quit claim deeding back their property they gave the County to access Harbor Assistance funds. The lease payments will also cease.

A motion to approve the Dockwall Lease Quit Claim Deeds was made by Ron Antonneau and seconded by John Hanitz. Unanimously approved.

11) Second Quarter Budget Status Report – Request for Approval

Mr. Haen stated that the numbers on the status report should be around 40-60% of budget at the half way point of the year. However, on the revenue side that is not the case. The Corps dredging will not start until August and runs until October resulting in \$742,000 in tipping fee revenue realized in the fourth quarter. Miscellaneous revenue (interest) is now calculated at market value and is showing a loss. "Other Financing Sources" is the transfer of 217 funds which will not happen until the end of the year. Commissioner Antonneau advised that it would be beneficial if when Finance makes changes to how interest is reported they would make it obvious and explain why they are making those changes. Mr. Haen agreed and stated that he could draft a letter asking why things have changed.

A motion to approve the Second Quarter Budget Status Report with an amended letter included was made by Ron Antonneau and seconded by Tim Feldhausen. Unanimously approved.

12) Harbor Assistance Program – Update

Mr. Haen explained that the Harbor Assistance Program received additional funding by the legislature and Governor Walker signed it into the final State Budget bringing it up to levels similar to previous years. Thank you letters were sent to supporting legislators.

13) Renard Island – Update

The County Board took action to have the County Board chair write a letter to the city of Green Bay to explain how dissatisfied they are with the City for not granting a permanent maintenance easement to Renard Island. PD&T deferred action on the causeway resolution until August. There should be an easement in the next several weeks.

14) Directors Report – Update

Mr. Haen explained that he is on the Great Lakes Commission and they have been evaluating the transportation of crude oil. There is some turmoil around the lakes on this subject. In Green Bay petroleum products (not crude oil) are moved through the bay of Green Bay. The reason there is so much turmoil about moving crude oil, whether by ship, train, or pipeline is the fear of environmental disasters and potential loss of life.

The property that the Harbor Commission approved to sell to Northeast Asphalt about a year and a half ago is finally being completed. That will show up on the balance sheet.

Mr. Haen stated that on Wednesday he will be attending the AGLP summer meeting and working on the Strategic Plan for the association. The reason it is being held in Muskegon is because they are looking to revitalize their commercial port again.

Mr. Haen announced that the Annual WCPA meeting will be held in Milwaukee on August 27th and 28th.

15) Tonnage Report – Request for Approval

A motion to approve the Tonnage Report was made by Byran Hyska and seconded by Ron Antonneau. Unanimously approved.

16) Audit of Bills – Request for Approval

A motion to approve the Bills was made by Bryan Hyska and seconded by Ron Antonneau. Unanimously approved.

17) Such Other Matters As Authorized by Law

There were no other matters.

18) Adjourn

A motion to adjourn was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.

Craig Dickman, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, June 15, 2015, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman—Chair, Sup. Andy Nicholson – Vice Chair, Corday Goddard, Adam DeKeyser, and Tom Deidrick

OTHERS PRESENT: Robyn Hallet, Pat Leifker, Matt Roberts, Nicole Tiedt, and Stephanie Schmutzer, and Kim Flom.

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 18, 2015, meeting of the Brown County Housing Authority.

A. Hartman made a motion to approve the minutes from the May 18, 2015, meeting of the Brown County Housing Authority, which was seconded by T. Deidrick. Motion carried.

2. Approval of the minutes from the June 1, 2015, special meeting of the Brown County Housing Authority.

A. DeKeyser pointed out that the minutes from June 1, 2015 had a mistake: on the seventh paragraph of page 4, it should state 31 instead of 80 potential port out vouchers. A. Nicholson motioned to amend the minutes from June 1, 2015, which was seconded by C. Goddard. Motion carried.

COMMUNICATIONS:

3. Letter from HUD dated May 26, 2015, with information regarding how the proposed fee formula from the HCV Program Administrative Fee Study would affect the BCHA.

R. Hallet explained that under the administrative fees study period, fees under the existing formula had been significantly smaller than the recommended or proposed amount. The same goes for the projected fee amount for the calendar year 2014.

A. Hartman asked when the proposed administrative fee formula will go into effect. R. Hallet responded that HUD will put in a proposed rule sometime this fall. A final ruling on the plan can be anticipated sometime late this year or early next year. A. DeKeyser asked if the fees under proposed formula are prorated. R. Hallet answered yes.

A. Nicholson made a motion to receive and place on file, which was seconded by A. DeKeyser. Motion carried.

4. Letter from HUD dated May 29, 2015, regarding Rent Reasonableness Review.

R. Hallet explained that BCHA was selected to participate in a rent reasonableness review. Although the letter indicates it would be conducted onsite, HUD has determined that the review will now be administered remotely. BCHA will have to send the needed documents via email to HUD. She added that the HUD Contact stated that the review is not meant to find errors in BCHA practices regarding rent reasonableness, but rather to enhance the program.

C. Goddard asked if the repercussions of failure in right practice would fall upon BCHA or the landlords. R. Hallet replied that it is dependent upon the situation, but ultimately the responsibility would fall upon the shoulders of the BCHA.

A. Nicholson inquired if they would be looking for errors. R. Hallet stated that in the course of the review, if they find errors, they will report them to the BCHA.

A. Nicholson asked when the review will be conducted. R. Hallet replied that being a remote review, it doesn't seem as though the deadline is very strict; however, the reviewer has asked for two lists containing tenant information by July 2nd. She added that this might be an indication that the review will be conducted the month of July or August. The review should take approximately four to six weeks.

A. Nicholson made a motion to receive and place on file which was seconded by A. DeKeyser. Motion Carried.

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

P. Leifker stated that for the month of May, ICS had 139 preliminary applications.

B. Unit Count

P. Leifker stated that for the month of May, ICS had a unit count of 2,794.

C. Housing Assistance Payments Expenses

P. Leifker stated that the HAP expense for the month of May totaled \$1,075,966

D. Housing Quality Standard Inspection Compliance

P. Leifker stated that for the month of May 376 inspections were carried out. From that number 167 passed the initial inspection, 73 passed the reevaluation, 88 resulted in a fail, and 39 were a no show

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

P. Leifker explains that for the month of May, ICS had 108 portable vouchers with an associate HAP expense of \$103,713. He added that the Administrative fees were under-spent by \$11,920.87 and FSS Admin was under-spent by \$1,921.43.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, homeownership)

N. Tiedt stated that for the month of May, a total of 73 applicants were enrolled in this program. The participation levels for this month accounted for 40 at level one, 12 at level two, 16 or 22 percent at level three, which is a correction to the numbers displayed on the chart, and five percent at level four. She added that ICS had two new contracts signed and zero graduates for the month of May. ICS had 38 families with escrow accounts with a total of \$5,714 deposited. Fifty-six home ownership clients were enrolled into the homeownership program.

R. Hallet asked if N. Tiedt could share a graduate story, even though there was no graduate for the month of May. N. Tiedt described a former participant who was a single female working as a CNA, with very low hours. Through the process of working in the FSS program, the client found a new full-time job in the health care field, allowing her to

support her own housing expenses. She graduated from the program on January 1, 2015.

G. VASH Reports (active VASH, new VASH)

N. Tiedt reported that there was only one new VASH client, creating a total of 30 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker stated that for the month of May, there were six new investigations assigned, six previous investigations closed, and three are still active. ICS sent in 278 new applications, 274 were approved, and four were denied. All of the fraud investigations processed was from Green Bay. He added that the majority of initial applications were also from Green Bay, totaling 79 percent.

A. DeKeyser questioned the port outs. He noted that in January there were 130 and we're now down to 108 and asked if this was due to absorption. P. Leifker replied, yes, in general this is the case, although there is some natural attrition with that as well. He also commented that up until now we haven't been pulling as aggressively from our waiting list so our port numbers were decreased from what they had been at the end of last year.

6. Report on use of Administrative Reserves and HCV lease up.

P. Leifker handed out some documents that illustrated this information. He stated that in May ICS issued 252 vouchers, of which 45 indicated they wanted to port out. In June 447 clients were pulled off the waiting list. There were 259 TIFs returned and are thus in process and ICS is waiting for the return of 144. So far 44 of the TIFs were returned by the post office, which means the client's application is closed for not having updated ICS with their address. For the end of June and early July there are 420 available spots open for briefings. He concluded by explaining the breakdown of the 72 application that are currently on the waiting list.

A. Hartman asked if ineligibility meant that the applicants were no longer on the waiting list. P. Leifker replied by clarifying that out of the 72 applicant eight were found ineligible due background checks.

In regards to usage of administrative reserves P. Leifker stated that thus far overtime had only been given to one housing specialist because she works on the front end processes of processing the applications and TIFs. The overtime costs amounted to \$52.05 for the one pay period thus far.

A. DeKeyser asked for clarification regarding the 72 applications on the waiting list. P. Leifker clarified that those are the number of applications on the waiting list currently, after 447 were pulled off. HUD had recommended ICS issue 400 vouchers; knowing the success rate, ICS pulled all applications, totaling 447, from the waiting list. Originally HUD recommended, based off the two-year forecasting tool, that ICS issues vouchers in the numbers of 400 in May, 400 in June, 300 in July. This will continue to be reevaluated as the month's progress, but ICS is concerned with having enough applications on the waiting list to pull this amount each month. P. Leifker commented that in only 12 days we received 72 applications, plus 58 more that were missing documentation, so there could be 150 to 200 applications on the waiting list when the next pull is made.

P. Leifker asked if there are any additional items or suggestions that the Authority would like ICS to address or enhance on this monthly report.

A. Hartman asked if ICS has seen anything unusual with the numbers or applications so far. P. Leifker replied that it has been the same success rate, but staff will be working on increasing the success rate so vouchers can be utilized sooner and thus help the funding situation.

A. Nicholson motioned to receive and place on file, which was seconded by. C. Goddard. Motion carried.

P. Leifker explained the 2-year forecasting tool from HUD. He explained this is the tool that ICS and HUD use when looking at funding projections. He explained the Funding Proration Levels are inputted into the chart at the actual levels, which are 100 percent for HAP and 75 percent for Administrative Fee. Next, to the right on the chart is the Program Projection Variables, which include ICS's success rate of 75 percent and annual turnover, or attrition, rate of 14.5 percent. From HUD's evaluation, these numbers are consistent with other housing authorities. He added that the column below, Time from Issuance to HAP Effective Date, is essentially a breakdown of the 75 percent success rate figure, which shows the timing of lease up. This helps to project the number of vouchers to be issued the following month.

P. Leifker went on to explain the next section: in the middle is 12/31 total HAP reserves and HAP reserves as a percentage of the ABA. We started the year at 24.1 percent. With the current projections, it is decreased to 18.6.

He stated that the second page of the forecasting tool combines current and projected numbers to create blueprint for future funding. Column I shows the estimated attrition based off the attrition percentage entered on the first page. On Column J, leased units, the numbers increase based off the success rate entered on page one. Column L shows the average PUC or per unit cost, which is the average cost per client. As that number increases, the total cost spent on vouchers also increases.

A. Hartman asked if all these numbers are current, P. Leifker replied affirmatively, stating that this is the most recent worksheet that staff has worked with HUD on, to confirm the numbers are all current and accurate.

OLD BUSINESS:

7. Discussion and possible action regarding Request for Proposals for the Administration of the Housing Choice Voucher Program.

R. Hallet stated that since the last meeting, there have been changes made to the RFP. She stated that it would be in the interest of the Authority to have a lawyer review the contract. A lawyer previously used by the Authority has recently retired. A recommendation was made by the retired attorney, in which R. Hallet is waiting to receive a response.

She reviewed a bullet point summary of the changes. The highlights include:

Updated the baseline number of vouchers, replaced references to "ICS" with "current administrator", updated the SEMAP score, updated the contract terms to a total of ten years, added emphasis on referral to the Admin Plan for further questions, removed language for pricing to be submitted separately, clarified funding for FSS, made changes for consistency in referring to protected classes, added contractor requirement to submit a preliminary budget, added emphasis for contractor's experience administering a similarly sized program, updated requirements for submission of financial statements to be for the past three years, made changes to the price scoring, removed pricing chart, added a check box to allow consent to check references, added the type of organization of the contractor, removed language regarding arrest and incarceration matching, incorporated expectations from the 2014 agreement into the contract, added language for other investigation services, removed reference to a liaison

person, incorporated the obligations from the 2014 agreement, removed language regarding return of contractor's for profit information, removed approval for salary compensation level, clarified 60 days for submission of audited information, modified language regarding method of payment, removed reference to a joint reserve, changed timing of submitting of financials reporting, clarified notice to terminate contract, and removed 2013 contract and replaced it with a template contract.

R. Hallet stated that if there are no further suggestions, this is the RFP that will be published on June 22. She also stated that although the template of the contract is included in the RFP, the contract could later be amended based on changes suggested once an attorney review is.

A. Nicholson asked if there are any areas of concern in the contract. R. Hallet replied that she has reviewed it thoroughly but one area in which she does need further clarification from an attorney is whether there is a need to reference the various components of the Housing Choice Vouchers, such as FSS, Projected Based Voucher, VASH, etc.

A. Nicholson asked what the Authority has done in the past regarding RFPs. R. Hallet stated that RFPs hadn't been done in the past. T. Deidrick clarified that the Authority had done an RFP once and had collected about 5 or 6 proposals at that time.

A. Nicholson asked if this RFP will be published nationally. R. Hallet explained that the RFP is being posted through Brown County's Onvia online service and she will also directly provide the RFP to a list of contractors to whom she sent the Intent to Release RFP.

A. Nicholson asked for the names of the companies the Intent had been emailed to. R. Hallet replied she could email it to the Commissioners. A. Nicholson asked if the companies were local or nationwide. R. Hallet stated that there are both local and nationwide potential contractors.

T. Deidrick suggested an amendment to the RFP could be published with any changes to the contract after an attorney reviews it.

R. Hallet clarified that the RFP itself does reference the supplemental programs (such as FSS, VASH, etc.). However, it is the contract that does not.

T. Deidrick made a motion to approve the RFP with the changes noted today as well as to include that there may be an amendment later which was seconded by C. Goddard.

There was discussion regarding the possibility of an amendment and changes to the contract. R. Hallet stated that there is already language in the RFP that allows for some flexibility in wording of the contract. She added that questions from contractors will be collected through July 3rd, and the answers will be provided in the form of an amendment by the 13th. The responses to the RFP are due by the 31st. Motion carried.

NEW BUSINESS:

8. Approval to renew agreement with Catholic Charities for reimbursement of pre and post homeownership counseling for Housing Choice Voucher Homebuyers.

R. Hallet explained that the Authority has an annual contract with Catholic Charities. Catholic Charities is licensed through NeighborWorks® America to provide homeownership counseling. Prior to contract with Catholic Charities the only other provider of homeownership counseling was NeighborWorks® Green Bay.

A. Nicholson motioned to approve.

C. Goddard asked if any other organizations have been interested in providing the same service. R. Hallet stated that no other organization has approached the Authority for providing this service.

A DeKeyser asked if there is a reason that the contract is only for a year at a time. R. Hallet replied that she is unsure of the reasoning behind the one year contract. T. Deidrick stated that he thinks it was a request made by Catholic Charities.

A. DeKeyser seconded the motion. Motion carried.

INFORMATIONAL:

9. Status of Audit by Office of Inspector General

R. Hallet explained that the OIG audit will be ending early due to the lack of errors found. The final report will be provided at the next meeting.

A. Nicholson motioned to receive and place on file, which was seconded by T. Deidrick. Motion carried.

BILLS:

S. Schmutzer explained that the Authority had received monies from TRIP; however, one of the clients collected on had filed bankruptcy, so we have to return the amount collected on them. Other expenses included small claims actions and file reviews by VandeCastle Law Firm.

T. Deidrick motioned to approve the bills. C. Goddard seconded the motion. Motion carried.

FINANCIAL REPORT:

S. Schmutzer stated there is nothing significant to address. Aside from the normal budget information, she added profit and loss schedules. This is to help the Authority assess its financials compared to the previous year.

A. Nicholson motioned to receive and place on file, which was seconded by T. Deidrick. Motion carried.

STAFF REPORT:

10. Date of next meeting: August 17, 2015

R. Hallet stated that the meeting for July 16, 2015 is cancelled.

R. Hallet added an additional communication that came in recently. A letter was received from HUD on June 10th, stating that the proration for the Admin Fee has been changed from 74 percent to 79 percent. There are a variety of options of how to handle this additional funding, and the options will be forthcoming.

A. Nicholson motioned to adjourn the meeting, which was seconded by A. DeKeyser. Meeting was adjourned on June 6, 2015, at 3:54 pm.

ZW:RAH:JD

**PROCEEDINGS OF THE BROWN COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis. Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tues July 14th, 2015 @13:30 pm, at Omnova Solutions

PRESENT:, Mike Schoen, Melissa Spielman, Leon Engler, Russ Phillips, David Catalano, Bill Marotz, Steve Johnson, Joe Williams, Dennis Carr

1. CALL MEETING TO ORDER:

The meeting was called to order by Melissa Spielman at 13:46.

2. APPROVAL OF AGENDA:

A MOTION WAS MADE by Steve Johnson TO APPROVE THE AGENDA, Mike Schoen Seconded Vote taken, MOTION CARRIED UNANIMOUSLY

3. APPROVAL OF MINUTES:

A MOTION WAS MADE by David Catalano TO APPROVE THE MINUTES, Leon Engler Seconded Vote taken. MOTION CARRIED UNANIMOUSLY.

4. LEPC Round Table

- Guest speaker, Greg Stegge from Trans Canada presented information of the Trans Canada pipeline that runs through Brown County. Additional information on Trans Canada can be found at the following sites: www.transcanada.com
- Mike Schoen discussed the expansion of Omnova Solutions operations.
- Steve Johnson reported on the continued efforts between the Brown County Health Department, Emergency Managements, and the Medical Examiner's office in developing a Mass Fatality plan for Brown County and neighboring counties.
- Dennis Carr reported on coverage of the EAA by the Civil Air Patrol at the end of July 2015.
- Joe Williams discussed other capabilities of the Civil Air Patrol to include Search & Rescue and aerial photography.

5. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION COMMITTEE (PIE)

- The Chair position remains open at this time. An email was sent to all LEPC members with requests for nominations.

B. EXECUTIVE COMMITTEE

- Nothing reporting

C. PLANNING COMMITTEE

- The group took a tour of the Omnova Solutions plant following the LEPC meeting.

6. OLD BUSINESS/OTHER BUSINESS

A. ARES/RACES UPDATE

- David Catalano introduced the newly appointed ARES/RACES Emergency Management Coordinator, Christopher Lehner. David reported the next ARES/RACES meeting was to be held on July 15th.

B. RECENT SPILLS

- Melissa reported 6 recent spills in the County. There were 3 diesel fuel spills, 2 gasoline, and 1 aluminum sulfate spill. All spills were reported to have been contained and cleaned up.

C. PUBLIC/PRIVATE PARTNERSHIP

- Bill Marotz reported updated information from a June 24th seminar that he spoke at. The focus of the seminar was development of Public/Private partnerships in Emergency Management.

D. EM REPORT

- BCEM participated in an MCI tabletop exercise with all Brown County Fire and Law Enforcement agencies. The scenario included an active shooter incident at a business in Howard. The TTX is being used to develop a county-wide response plan for First Responders.

7. PUBLIC COMMENT

- None

8. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

9. ADJOURN

A MOTION WAS MADE BY TO ADJOURN AT 14:58 P.M. 2ND Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Melissa Spielman
EM Director

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Monday, July 13, 2015
12:00 p.m.

NWTC-Green Bay Campus Board Room
2740 West Mason Street, Green Bay WI 54303

The Board Chairperson called the July 13, 2015 NWTC Board of Trustees meeting to order, read the Mission Statement, and requested that roll call be taken at this time.

Present: Laurie Davidson, Cathy Dworak, Phyllis Habeck, Carla Hedtke, David Mayer, Jeff Rickaby, Ben Villarruel, Gerald Worrick

Excused: Kim Schanock

Also Present: Lori Suddick, Mary Jo Tilot, Bob Mathews, Sandy Ryczkowski, Pamela Phillips, Karen Smits, Sally Martin, Jan Scoville, Linda Hartford, April Konitzer, Erica Plaza

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment.

- Lori Suddick introduced new Vice-President of Business & Finance who started with the College on June 13, 2015.

Board Organizational Matters

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 require that all district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The Oath of Office was handed out at this time for signature by all Trustees and notarized by Laurie Sturzl, Wisconsin Notary Public.

Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Incumbents are as follows: Gerald Worrick, Chairperson; Jeff Rickaby, Vice-Chairperson; Phyllis Habeck, Secretary; and, Laurie Davidson, Treasurer. At this time the Board elected its officers for FY 2016.

Chairman

Laurie Davidson nominated Gerald Worrick for the position of Chairman of the Board.

Carla Hedtke nominated Jeff Rickaby for the position of Chairman, then requested the withdrawal of her motion.

Laurie Davidson moved that the nominations be closed and that a unanimous ballot be cast for Gerald Worrick for the position of Chairman of the Board for FY16.

Motion seconded by Ben Villarruel.

Motion carried, with all voting "Aye" on voice vote.

Vice-Chairman

Gerald Worrick nominated Jeff Rickaby for the position of Vice-Chairman of the Board.

Laurie Davidson moved that the nominations be closed and that a unanimous ballot be cast for Jeff Rickaby for the position of Vice-Chairman of the Board for FY16.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on voice vote.

Secretary

Laurie Davidson nominated Phyllis Habeck for the position of Secretary of the Board.

Jeff Rickaby moved that the nominations be closed and that a unanimous ballot be cast for Phyllis Habeck for the position of Secretary of the Board for FY16.

Motion seconded by Gerald Worrick.

Motion carried, with all voting "Aye" on voice vote.

Treasurer

Gerald Worrick nominated Laurie Davidson for the position of Treasurer of the Board.

Gerald Worrick moved that the nominations be closed and that a unanimous ballot be cast for Laurie Davidson for the position of Treasurer of the Board for FY16.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on voice vote.

Review and Approval of the 2015-2016 Board Calendar & Topical Calendar

Board Exhibit 1 was a copy of Board meeting calendar dates for FY 2016. Also listed are other dates to be considered by the Board. Included with the Board packet is the Topical Calendar, which listed the topics and presentations to be provided at each Board meeting.

It was moved by Laurie Davidson that the Board approve the FY 2016 Board meeting calendars.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on voice vote.

Appointments to the District Boards Association Standing Committees

The Board Chairperson asked for volunteers for the WTCS District Boards' Association Standing Committees for NWTC and made appointments to those committees for submission to the Boards' Association as listed below. Board Exhibit 2 described the function of each of the committees. The following Committee assignments were made:

Board of Directors (two-year appointment)	Hedtke – Elected as Vice-Chairman of Board
Legislative	Hedtke
Human Resources	Davidson/Rickaby
Program	Worrick
Marketing/PR & Awards	Mayer
Interdistrict/Interagency Cooperation	Villarruel/Schanock
Bylaws	Hedtke

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of June 1-30, 2015 \$3,738,576.08

Detailed copies of the current disbursements for fiscal year 2015 for the month of June were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that Board approval be given for the June 2015 bills as presented.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the June 10, 2015 Board meeting were sent to Board members prior to the July Board meeting. It was recommended that Board approval be given for the June 10, 2015 Board meeting minutes as presented.

Faculty- Termination

With regret, staff recommended that the Board accept the following termination: Laurie Schaumberg, Associate Degree Nursing Instructor, was on a medical/personal leave of absence and was unable to return full-time. Termination was effective June 30, 2015.

Faculty- Resignation

With regret, staff recommended that the Board accept the following resignation notice: Andrew Graff, Communication Skills Instructor in Marinette, who has been with the College since August 15, 2011, announced his resignation effective June 30, 2015.

Faculty- Retirement

With regret, staff recommended that the Board accept the following retirement notice: Lisa Jansen, Photography Instructor, who has been with the College since January 15, 1990, announced her retirement effective December 2015.

Laboratory Science Technician Program Approval

The Laboratory Science Technician Associate of Applied Sciences degree program will blend key scientific concepts and theory with practical laboratory skills to prepare learners for successful employment in laboratories in a broad range of industries, including chemical, environmental, agricultural, and food processing facilities. Primary foci of general education and technical skills courses will be fundamentals of quality measurement, use of industry-standard instrumentation and protocols, application of scientific principles in analysis of results, and accurate documentation processes. All courses will be offered in person, and some courses will offer blended or online options available as well. This program is expected to begin in fall 2016.

It was recommended that the Board approve the Laboratory Science Technician Associate Degree and authorize its submission to the WTCS State Board for approval.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2016 contracts pending Board approval was attached as Board Exhibit 3.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (34.68% for on-campus and 27.88% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts are available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 3.

Dave Mayer moved that the consent agenda items be approved as follows: the June 10, 2015 Board meeting minutes; the termination of Laurie Schaumberg, Associate Degree Nursing Instructor; the resignation of Andrew Graff, Communication Skills Instructor in Marinette; the retirement notice of Lisa Jansen, Photography Instructor; the approval of the Laboratory Science Technician Associate Degree program proposal and authorization of its submission to the WTCS State Board for approval; and the contracts for services identified in Board Exhibit 3.

Motion seconded by Ben Villarruel.

Motion carried, with all voting "Aye" on voice vote.

Reports

Board EduByte – Dream Annual Report

Vickie Lock, Dean of Student Success, reviewed the Dream Annual Report with the Board.

- Students who have a college graduate in their family seem to navigate better through the College – some concern with the use of the word “regardless” in Student Success Statement.

Marketing & Recruitment

Erica Plaza provide an update to the Board on marketing and recruitment activities and invited discussion by the Board.

- Like new slogan – Come here, get there...great – good work in the area of advancing and marketing the College.
- Look at trademarking the NWTC logo and brand.
- How do you evaluate motivation of students? A lot of students are taking programs that will provide the highest salaries (ex. Machining in Marinette). Emphasizes the importance of getting into the high schools and talking to students in the sophomore year to talk about the requirements to be successful (ex. Math).
- Like to see more money spent on the traditional advertisement techniques (billboards, television ads, etc.). We are weak in those areas compared to other colleges.

CRLS (Community Regional Learning Services) Department Transition Plan

With the upcoming retirement of the Dean of CRLS, Lori Suddick discussed a transition plan to reconfigure its organizational structure.

- Need to continue visit to the various areas of the county (Florence).

Vice-President’s Report

Enrollment Activity –

- The College is currently at -3% on FY15 enrollment, and -4% for FY16 fall enrollment. Fall looks stronger in Trades, Public Safety and Health. BIT continues to be a concern, but many new products will be developed and offered. Have strong Tech Camp participation this summer; contract training has increased and almost doubled. Contract sales are over prior year also and currently operating on a 35% margin.

Legislative Issues (state & federal) –

- Prior to the Governor signing the budget, the Assembly followed the recommendation from the Senate and removed the WTCS Administrative Services link to the Department of Administration.
- Reed Ribble, is a co-signer for HR2923 - Maritime Energy Training Initiative which would include a grant to create potential Maritime Centers of Excellence. NWTC is one of the top 10 colleges being looked at as a potential site.

Current Events –

- Dr. Whiteside from Door County served as a medical director for NWTC’s Surgical Tech program.
- Representatives from Whitehead College in England will be visiting Green Bay and NWTC.

Referendum Update

Bob Mathews reported:

- There is a lot of planning going on. The College has held two Kick Off planning sessions with the Design Teams, sharing the boundaries and expectations of the Executive Team.
- Parking Lot D and AA are under construction as part of the referendum.
- The EVOC track continues to move forward with the Village of Howard.

August Board Meeting

The August 12, 2015 Board meeting will be held on the NWTC-Sturgeon Bay Campus. Presentation topics will include: FQAS (Faculty Quality Assurance Standards) and Certification of Instructors; and, Campus Coordinator Report.

Adjournment

Laurie Davidson moved that the July 13, 2015 Board meeting be adjourned (2:30 p.m.).

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on voice vote.


Phyllis J. Habeck, Board Secretary

Date: August 12, 2015

Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 3, 2015
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>x</u>	Matthew Harris	<u>x</u>	Debbie Schumacher	<u>Exc.</u>
James Botz	<u>x</u>	Frederick Heitl	<u>x</u>	Ray Tauscher	<u>x</u>
Brian Brock	<u>x</u>	Phil Hilgenberg	<u>x</u>	Lanny Tibaldo	<u>x</u>
William Clancy	<u>x</u>	Kathleen Janssen	<u>x</u>	Jason Ward	<u>Exc.</u>
Norbert Dantine, Jr.	<u>x</u>	Dotty Juengst	<u>Exc.</u>	Dave Wiese*	<u>x</u>
Bernie Erickson	<u>x</u>	Patty Kiewiz	<u>x</u>	Reed Woodward	<u>x</u>
Steve Gander	<u>x</u>	Michael Malcheski	<u>Exc.</u>	City of Green Bay (Vacant)	
Adam Gauthier	<u>x</u>	Ken Pabich	<u>x</u>	City of Green Bay (Vacant)	
Steve Grenier	<u>x</u>	Dan Robinson	<u>x</u>		
Mark Handeland	<u>Exc.</u>	Terry Schaeuble	<u>x</u>		

OTHERS PRESENT: Lisa J. Conard, Todd Mead, Burt McIntyre for Dave Wiese, Cole Runge, Randy Scannell (City of Green Bay Alderman-District 7), and Aaron Schuette.

1. Approval of the minutes of the May 6, 2015, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier and seconded by K. Pabich to approve the minutes of the May 6, 2015, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file minutes of the March 30, 2015, meeting of the BCPC Transportation Subcommittee.

B. Erickson stated that he reviewed the BCPC Transportation Subcommittee minutes from March 30 as well as the Draft BCPC Transportation Subcommittee minutes from May 18 (Item #4 on the agenda).

B. Erickson called for point-of-order and stated that he will not vote in favor of receiving the minutes and placing them on file because quorums were not present at the March 30 and May 18 meetings.

D. Robinson stated that he agrees with B. Erickson and that he will also not vote in favor of receiving the minutes and placing them on file.

C. Runge stated that the BCPC Transportation Subcommittee, as a technical advisory committee to the Brown County Planning Commission Board of Directors, has historically defined a quorum as "all members present constitute a quorum". He also stated that this quorum definition has been used by the Transportation Subcommittee for at least the last 20 years.

After discussing this item, the BCPC Board agreed that staff should conduct research regarding the BCPC Transportation Subcommittee's quorum definition and report its findings to the Board.

C. Runge agreed to do so.

A motion was made by D. Robinson and seconded by B. Erickson to hold the March 30 and draft May 18 Transportation Subcommittee meeting minutes until the next BCPC Board meeting. Motion carried.

3. Receive and place on file draft minutes of the May 4, 2015, meeting of the 2045 Long-Range Transportation Plan Advisory Committee.

A motion was made by D. Robinson, seconded by B. Erickson, to receive and place on file the draft minutes of the May 4, 2015, meeting of the 2045 Long-Range Transportation Plan Advisory Committee. Motion carried.

4. Receive and place on file the draft minutes of the May 18, 2015, meeting of the BCPC Transportation Subcommittee.

See the action under Item #2.

5. **Public Hearing:** Regarding progress of the Northeastern Region Community Development Block Grant (CDBG) – Housing program.

A. Schuette conducted the public hearing and presented information via PowerPoint:

Public Hearing Agenda

1. Identification of total expended, obligated, and remaining funds
2. CDBG Program Activities
 - a. Economic Development
 - b. Public Facilities
 - c. Housing
 - 1) Rehabilitation
 - 2) Homebuyer Assistance
 - 3) Special Housing Projects
3. Presentation of identified housing and community development needs.
4. Identification of housing and community development needs by public.
5. Presentation of activities implemented through the regional CDBG program, including any residential displacement.
6. Citizen input regarding implemented CDBG activities.

Program Fund Status:

- Total Funds Awarded:
 - Phase I: \$2.29 million
 - Phase II: \$1.93 million
- Total Funds Expended to Date: \$673,885
- Total Funds Obligated to Date (includes funds expended): \$943,405
- Total Funds Remaining: \$3,276,595

Eligible CDBG Activities:

General CDBG Program Activities:

1. Economic Development: CDBG-ED
2. Public Facilities: CDBG-PF and CDBG-PFED
3. Housing: CDBG-Housing
 - a) Housing Rehabilitation
 - b) Homebuyer Assistance
 - c) Special Housing Projects

- Brown County administers the CDBG-Housing program for the 10-county region with guidance from WDOA.

Activities implemented through the regional CDBG-Housing program:

- No residential displacement to date.
- \$53,000 in down payment assistance for 8 home purchases in Door County.
- \$890,405 in total obligated home rehabilitation assistance for 41 owner-occupied projects across the region.
- One rental project currently in bid process.
- Does not include \$130,375 for 5 rehabilitation projects in Brown County through Brown County RLF-Housing program.

A. Schuette called for input regarding the identification of housing and community development needs by the public. Hearing none, A. Schuette continued with the hearing.

A. Schuette called for input regarding CDBG-Housing activities. Hearing none, A. Schuette continued with the hearing.

A. Schuette provided before and after pictures on several projects that had been completed and noted projects had been completed or are in progress in the Brown County communities of Allouez, Glenmore, Howard, and Pulaski.

D. Robinson asked about the public hearing requirement for all 10 counties in the program.

A. Schuette stated that the law requires one hearing for all 10 counties. Notices were posted in all 10 counties. A. Schuette stated that he and Todd Mead work closely with staff in each county. A committee with a representative from each county meets on a regular basis to discuss the program.

A. Schuette stated staff is active in promoting the program and encouraged BCPC Board members to spread the word in their respective communities. A. Schuette will distribute a program flyer and other information to BCPC Board members via email as he has in the past, and he encouraged members to pass it along.

K. Pabich asked about rental units and the low-to-moderate income (LMI) requirement.

A. Schuette stated that the tenant, not the landlord, must be LMI.

R. Woodward noted that the program provided funding for improvements to a home in the Village of Pulaski.

A. Schuette noted that it had been the “worst house on the block”. But after the project was completed, it is one of the best on the block.

B. Erickson asked if the BCPC Board is required to act on the Public Hearing.

A. Schuette stated no.

A. Gauthier asked about contact information for entitlement communities, particularly Green Bay.

A. Schuette stated that the City of Green Bay contact is Kevin King. The phone number is (920) 448-3400. A. Schuette cautioned that program parameters may vary.

J. Botz asked about Door County and down payment assistance.

A. Schuette noted that Door is the only county in the region allowed to receive down payment assistance. Staff worked with Door County and the state to allow down payment assistance after it became clear that this was a need unique to Door. Young people, who typically work in the tourism industry, were finding housing costs too high. This program has allowed young couples to purchase homes in Door County.

N. Dantinne asked how the loans are tracked over time.

A. Schuette noted that the loan is recorded as a mortgage and is due when the homeowner no longer lives there. If the homeowner sells or moves from the home, the full payment is due at that time.

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6. Public Hearing: Mid-Year Update - Major Amendment #3 to the 2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided a review of the amendment via PowerPoint and stated that beginning with the *2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*, the Metropolitan Planning Organization (MPO) is required to produce an annual Mid-Year Update document detailing any programming or funding changes related to the urbanized area's federally funded road, highway, and public transit projects.

The Mid-Year Update will be processed as a Major Amendment to the TIP.

L. Conard opened the public hearing and asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

7. Discussion and action on the Mid-Year Update – Major Amendment #3 to the 2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard noted that staff held the required public hearing and 15-day public review and comment period. No comments were received. In addition, the Transportation Subcommittee reviewed the draft document and made a recommendation for approval to the BCPC Board.

L. Conard noted that WisDOT has made modifications to select TIP projects in terms of funding and program year. The detail is provided in the project tables. In some cases, a funding change could be as little as \$2,000.

B. Erickson stated that he is concerned that the Transportation Subcommittee made a recommendation about this TIP amendment without a quorum being present. However, he is comfortable acting on this amendment tonight because the BCPC Board was able to review and discuss it before acting.

P. Blindauer asked if a lot of staff time was necessary to complete the Mid-Year Update process.

L. Conard stated that she worked closely with WisDOT staff on developing a process to complete the update. Although the update process did take a fair amount of staff time, the process went well. L. Conard noted that this was the first time MPO staff had to develop an update, and she anticipates it will require less time in the future.

L. Conard stated that this and other TIP amendments are a result of project funding and scheduling adjustments after the TIP is approved. They are not done because of MPO, municipal, or WisDOT staff errors. TIPs are dynamic, and modifications will occur as part of the process.

A motion was made by K. Pabich and seconded by P. Blindauer to approve the Mid-Year Update – Major Amendment #3 to the 2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

8. Director's Report.

C. Runge stated that he is serving as BCPC Board Secretary in the absence of C. Lamine and noted that C. Lamine will be returning to the office at the beginning of next week.

9. Brown County Planning Commission staff updates on work activities during the month of May 2015.

A motion was made by S. Grenier and seconded by K. Pabich to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of May 2015. Motion carried.

10. Other matters.

S. Grenier stated that the BCPC Transportation Subcommittee (MPO Technical Advisory Committee) does not have authority to set policy or adopt plans or programs. The Transportation Subcommittee is merely an advisory committee to the Brown County Planning Commission Board of Directors (MPO Policy Board). The BCPC Board has the authority to approve, reject, or modify any and all items that it receives from the Transportation Subcommittee.

N. Dantine stated that the BCPC Board of Directors typically does not hold a meeting in July, so a July meeting will probably not occur this year.

N. Dantine stated that the August 5 BCPC Board meeting will likely be held at the Town of Lawrence's new town hall. But before this meeting is scheduled, the town should be contacted to find out if the town hall will be available on August 5.

11. Adjourn.

A motion was made by K. Pabich and seconded by J. Botz to adjourn. Motion carried.

The meeting adjourned at 7:04 p.m.